

SECRET

D R A F T (2 September 1953)

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Report on Overtime Worked and Leave Taken

REFERENCE : CIA Regulation

25X1

1. Consideration has been given to your memorandum of 27 August 1953, subject as above, and previous memorandums and discussions on this subject.

2. Steps have been taken to decrease the use of overtime in this Office, as evidenced by the drop in the average number of hours used per pay period per employee from 11.18 for the period 4 January 1953 through 28 March 1953, to 9.25 for the period 29 March through 4 July.

3. We will further reduce the usage of overtime to the extent possible in rendering essential service, and extreme caution will be exercised in authorizing overtime [only] within the limitations of our current budgetary allocations.

JAMES A. GARRISON
Chief of Logistics

LO/AS/GM (2 Sept. 1953)

Distribution:
LO Of. File

CONFIDENTIAL